

Internal Services Group

County of San Bernardino

Final Budget
2001-2002



INTERNAL SERVICES GROUP**SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
ARCHITECTURE AND ENGINEERING	238	529,617	5,000	524,617
FACILITIES MANAGEMENT:				
CUSTODIAL DIVISION	240	3,369,631	1,882,190	1,487,441
GROUNDS DIVISION	242	1,507,423	716,000	791,423
HOME REPAIR PROGRAM	244	-	-	-
MAINTENANCE DIVISION	246	6,913,553	3,430,000	3,483,553
ADMINISTRATION	248	338,580	-	338,580
UTILITIES	249	14,905,801	20,000	14,885,801
PURCHASING	257	860,603	5,000	855,603
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	265	1,068,107	549,250	518,857
RENTS AND LEASES	268	1,287,776	589,249	698,527
TOTAL GENERAL FUND		<u>30,781,091</u>	<u>7,196,689</u>	<u>23,584,402</u>
<u>SPECIAL REVENUE FUND</u>				
REAL ESTATE SERVICES:				
CHINO AGRICULTURAL PRESERVE	270	2,866,940	824,033	2,042,907
<u>INTERNAL SERVICES FUNDS</u>				
FLEET MANAGEMENT:				
GARAGE AND WAREHOUSE	251	12,926,926	12,933,425	6,499
MOTOR POOL	254	8,528,274	10,009,521	1,481,247
PURCHASING:				
MAIL AND COURIER SERVICES	259	6,873,013	7,095,205	222,192
PRINTING SERVICES	261	2,726,150	2,842,683	116,533
CENTRAL STORES	263	8,264,328	9,073,213	808,885
TOTAL INTERNAL SERVICES FUNDS		<u>39,318,691</u>	<u>41,954,047</u>	<u>2,635,356</u>

OVERVIEW OF BUDGET

DEPARTMENT: ARCHITECTURE & ENGINEERING
DIRECTOR: G. DANIEL OJEDA
BUDGET UNIT: AAA ANE

I. GENERAL PROGRAM STATEMENT

Architecture & Engineering is responsible for the planning, design and administration of the County's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction and provides inspection and construction project management services through completion of the project.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	393,651	462,577	490,816	529,617
Total Revenue	9,458	5,000	12,211	5,000
Local Cost	384,193	457,577	478,605	524,617
Budgeted Staffing		24.0		23.0
<u>Workload Indicators</u>				
Construction Contracts Awarded	121	107	93	100
Consultant Agreements	58	39	54	31

Actual expenses were higher than budgeted due to the extended services provided by the interim contract director; an unanticipated recruiting cost for the new director and the remainder was due to extra labor & mileage on behalf of the construction project at Park Moabi. Additional revenue was primarily due to state Mandated program reimbursements.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

With the completion of the new County Medical Center, one Accounting Technician, underfilling a Building Construction Inspector position was deleted. This position was responsible for maintaining accounting records on behalf of the new Medical Center Project.

PROGRAM CHANGES

Services and supplies were increased by approximately \$60,000 to hire outside estimating consultants for projects in the Capital Improvement Program. These various estimating firms will be selected through the county's request for proposal process and the selection will be based upon the firm's expertise and experience.

GROUP: Internal Services Group			FUNCTION: General		
DEPARTMENT: Architecture & Engineering			ACTIVITY: Property		
FUND: General AAA ANE			Management		
	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	1,591,146	1,710,352	1,765,673	(53,511)	1,712,162
Services and Supplies	302,001	143,484	152,413	59,751	212,164
Central Computer	6,236	6,408	8,562	635	9,197
Equipment	15,978	13,500	13,500	2,500	16,000
Transfers	8,888	8,888	8,888	-	8,888
Total Expenditure Authority	1,924,249	1,882,632	1,949,036	9,375	1,958,411
Less:					
Reimbursements	(1,433,433)	(1,420,055)	(1,420,055)	(8,739)	(1,428,794)
Total Appropriation	490,816	462,577	528,981	636	529,617
<u>Revenue</u>					
Current Services	7,868	5,000	5,000		5,000
State, Federal or Gov't Aid	4,343	-	-	-	-
Total Revenue	12,211	5,000	5,000	-	5,000
Local Cost	478,605	457,577	523,981	636	524,617
Budgeted Staffing		24.0	24.0	(1.0)	23.0

ARCHITECTURE & ENGINEERING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	55,321	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	8,929	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	2,154	
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Total Appropriation Change	66,404	
Total Revenue Change	-	
Total Local Cost Change	66,404	
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Total 2000-01 Appropriation	462,577	
Total 2000-01 Revenue	5,000	
Total 2000-01 Local Cost	457,577	
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Total Base Budget Appropriation	528,981	
Total Base Budget Revenue	5,000	
Total Base Budget Local Cost	523,981	

Board Approved Changes to Base Budget

Salaries and Benefits		
	(46,434)	Decrease due to the the elimination of one (1) Accounting Technician assigned to the construction of the new Medical Center.
	(18,787)	Decrease due to the difference in salary of two (2) Bldg Construction Inspectors previously budgeted at the top range vs the actual salary of the two new inspectors hired 7-5-2000.
	11,710	Increase due to substitution of Engineer Tech I for PSE
	<u>(53,511)</u>	
Services and Supplies		
	60,000	Increase due to the use of outside estimating consultants on behalf of the Capital Improvement Program.
	(249)	Decrease in various services and supplies
	<u>59,751</u>	
Central Computer	635	
Equipment	2,500	Additional funding required for the purchase of three large document storage containers for construction drawings.
Total Expenditure Authority	<u>9,375</u>	
	(8,739)	Receive from Capital Improvement Program budget - Increase due to MOU Salary adjustments
Reimbursements		
Total Appropriation	<u>636</u>	
Total Revenues	-	
Total Local Cost	<u>636</u>	

OVERVIEW OF BUDGET

DEPARTMENT: FACILITIES MANAGEMENT DEPARTMENT
INTERIM DIRECTOR: DAVE GIBSON

2001-02

	<u>Appropriations</u>	<u>Revenue</u>	<u>Local Cost</u>	<u>Staffing</u>
Custodial Division	3,369,631	1,882,190	1,487,441	59.0
Grounds Division	1,507,423	716,000	791,423	27.0
Home Repair Program	-	-	-	12.0
Maintenance Division	6,913,553	3,430,000	3,483,553	58.0
Utilities	14,905,801	20,000	14,885,801	-
Administration	<u>338,580</u>	<u>-</u>	<u>338,580</u>	<u>4.0</u>
TOTAL	27,034,988	6,048,190	20,986,798	160.0

BUDGET UNIT: CUSTODIAL DIVISION (AAA FMC)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Custodial Division administers the county's custodial services provided to county owned and some leased facilities through a combination of in-house personnel and private custodial service providers.

II. BUDGET & WORKLOAD HISTORY

	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>
Total Appropriation	2,149,904	2,474,338	2,063,631	3,369,631
Total Revenue	<u>617,790</u>	<u>1,100,000</u>	<u>655,855</u>	<u>1,882,190</u>
Local Cost	1,532,114	1,374,338	1,407,776	1,487,441
Budgeted Staffing		59.0		59.0

Workload Indicators

Square Feet Maintained:

In-House	1,199,312	1,199,312	1,199,312	1,199,312
Contracted	851,906	851,906	851,906	851,906

The difference in 2000-01 budgeted appropriations to 2000-01 actuals is attributable to vacant positions throughout the year, with a direct relationship to revenue.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

PROGRAM CHANGES

The increase in appropriations is a result of anticipated increases in cost of the custodial formal bid contracts due to the mandated minimum wage increases and informal bid agreements. Additionally, the increase is anticipated in the general household supply account for supplies used by in house services as well as the use of temporary help custodial personnel services.

The increase in revenue is to reflect the change in accounting standards as proposed by GASB 34, whereby all previous reimbursements shall be accounted for as revenue. The increase in revenues can be attributed to the anticipated hiring of staff and the proposed additional monies to be provided due to the additional monitoring required of the custodial service provider agreements.

FACILITIES MANAGEMENT

GROUP: Internal Services
DEPARTMENT: Facilities Management - Custodial
FUND: General AAA FMC

FUNCTION: General
ACTIVITY: Property Mgmt

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
Appropriations					
Salaries and Benefits	1,421,683	1,900,777	1,975,133	(42,012)	1,933,121
Services and Supplies	1,014,058	1,273,561	1,312,308	124,202	1,436,510
Total Expenditure Authority	2,435,741	3,174,338	3,287,441	82,190	3,369,631
Less:					
Reimbursements	(372,110)	(700,000)	(700,000)	700,000	-
Total Appropriation	2,063,631	2,474,338	2,587,441	782,190	3,369,631
Revenue					
Current Services	657,317	1,100,000	1,100,000	782,190	1,882,190
Other Revenue	(1,462)	-	-	-	-
Total Revenue	655,855	1,100,000	1,100,000	782,190	1,882,190
Local Cost	1,407,776	1,374,338	1,487,441	-	1,487,441
Budgeted Staffing		59.0	59.0		59.0

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits 74,356 MOU, 7% Tier, Workers Comp, Retirement

Services and Supplies 38,747 Inflation, Risk Mgmt Liabilities

Total Appropriation Change	113,103
Total Revenue Change	-
Total Local Cost Change	113,103
Total 2000-01 Appropriation	2,474,338
Total 2000-01 Revenue	1,100,000
Total 2000-01 Local Cost	1,374,338
Total Base Budget Appropriation	2,587,441
Total Base Budget Revenue	1,100,000
Total Base Budget Local Cost	1,487,441

Board Approved Changes to Base Budget

Salaries and Benefits	(42,012)	Change in step funding for various positions from 11 to 1 due to multiple retirements.
	<u>(42,012)</u>	
Services and Supplies	124,202	Anticipated increases in the costs of contract custodial services due to the mandated minimum wage increases, plus additional costs for custodial services
	<u>124,202</u>	
Total Expenditure Authority	<u>82,190</u>	
Reimbursements	700,000	Change in accounting standards GASB 34, accounting for services rendered as revenue.
Total Appropriation	<u>782,190</u>	
	<u>782,190</u>	Change in accounting standards GASB 34, accounting for services rendered plus increase in revenues due to increase cost of providing services
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

FACILITIES MANAGEMENT**BUDGET UNIT: GROUNDS DIVISION (AAA FMG)****I. GENERAL PROGRAM STATEMENT**

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	845,996	1,097,476	923,365	1,507,423
Total Revenue	364,361	363,000	373,669	716,000
Local Cost	481,635	734,476	549,696	791,423
Budgeted Staffing		27.0		27.0

Workload Indicators

Acres Maintained	715	715	715	715
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III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**PROGRAM CHANGES**

The increase in appropriations and revenue is to reflect the change in accounting standards as proposed by GASB 34, whereby all previous reimbursements shall be accounted for as revenue. The net change in revenue can be attributed to the loss of the Blockbuster account and grounds maintenance services to be provided. It is anticipated that the impact will be minimal due to additional work to be performed at other revenue generating programs and projects.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Grounds
FUND: General AAA FMG

FUNCTION: General
ACTIVITY: Property Mgmt

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	785,179	960,879	997,010	6,153	1,003,163
Services and Supplies	431,519	503,107	521,967	(19,663)	502,304
Central Computer			1,956		1,956
Equipment	15,139	40,000	40,000	(40,000)	-
Total Expenditure Authority	1,231,837	1,503,986	1,560,933	(53,510)	1,507,423
Less:					
Reimbursements	(308,472)	(406,510)	(406,510)	406,510	-
Total Appropriation	923,365	1,097,476	1,154,423	353,000	1,507,423
<u>Revenue</u>					
Current Services	373,669	363,000	363,000	353,000	716,000
Total Revenue	373,669	363,000	363,000	353,000	716,000
Local Cost	549,696	734,476	791,423	-	791,423
Budgeted Staffing		27.0	27.0		27.0

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>	
Salaries and Benefits	36,131 MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	18,860 Inflation, Risk Mgmt Liabilities
2410 Central Computers	1,956
Total Appropriation Change	56,947
Total Revenue	-
Total Local Cost	56,947
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Total 2000-01 Appropriation	1,097,476
Total 2000-01 Revenue	363,000
Total 2000-01 Local Cost	734,476
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Total Base Budget Appropriation	1,154,423
Total Base Budget Revenue	363,000
Total Base Budget Local Cost	791,423

Board Approved Changes to Budget

Salaries and Benefits	<u>6,153</u>	Change in step funding for various positions
	<u>6,153</u>	
Services and Supplies	(19,663)	Net reduction in materials required to provide Grounds maintenance services due to the loss of Blockbuster Pavilion
	<u>(19,663)</u>	
Equipment	<u>(40,000)</u>	Prior year's one-time purchase of riding mower and truck
Total Expenditure Authority	<u>(53,510)</u>	
Reimbursements	406,510	Change in accounting standards GASB 34, accounting for services rendered as revenue
Total Appropriation	<u>353,000</u>	
	353,000	Change in accounting standards GASB 34, accounting for services rendered net effect of loss of the Blockbuster Pavillion revenue
Total Revenue Change	<u></u>	
Total Local Cost Change	<u>-</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: HOME REPAIR (AAA FMH)

I. GENERAL PROGRAM STATEMENT

The Home Repair Program is a federally funded program that is administered by Facilities Management. The program does minor home repairs for candidates that meet age and income requirements. Economic and Community Development Department (ECD) reimburses the costs incurred by the program with federal funds.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	55,469	-	30,902	-
Local Cost	55,469	-	30,902	-
Budgeted Staffing		19.0		12.0
<u>Workload Indicators</u>				
Jobs Completed	307	360	295	320

The Home Repair Division local cost incurred is the COWCAP charge for services provided that is not reimbursed by ECD.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Salaries and benefits decreased by 7.0 vacant budgeted positions. This adjustment is necessary to accurately reflect the funding available from ECD in 2001-02. No currently filled positions are impacted by the reduction.

GROUP: Facilities Management
DEPARTMENT: Facilities Management Home Repair
FUND: General AAA FMH

FUNCTION: General
ACTIVITY: Property
Management

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	479,892	687,142	715,019	(200,493)	514,526
Services and Supplies	291,328	315,404	320,250	(74,948)	245,302
Total Expenditure Authority	771,220	1,002,546	1,035,269	(275,441)	759,828
Less:					
Reimbursements	(740,318)	(1,002,546)	(1,035,269)	275,441	(759,828)
Total Appropriation	30,902	-	-	-	-
Local Cost	30,902	-	-	-	-
Budgeted Staffing		19.0	19.0	(7.0)	12.0

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	27,877	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	<u>4,846</u>	Inflation, Risk Mgmt Liabilities
	<u>32,723</u>	
Reimbursements	(32,723)	
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Total Appropriation Change	-	
Total Revenue Change	-	
Total Local Cost Change	-	
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Total 2000-01 Appropriation	-	
Total 2000-01 Revenue	-	
Total 2000-01 Local Cost	-	
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Total Base Budget Appropriation	-	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	-	

Board Approved Changes to Base Budget

Salaries and Benefits	<u>(200,493)</u>	Anticipated decrease in workload, 7.0 vacant funded positions deleted
	<u>(200,493)</u>	
Services and Supplies	(13,648)	Reduction in COWCAP charges
	<u>(61,300)</u>	Anticipated decrease in workload, services and supplies reduced accordingly
	<u>(74,948)</u>	
Total Expenditure Authority	<u>(275,441)</u>	
Reimbursements	<u>275,441</u>	Anticipated decrease in workload, reimbursements reduced accordingly
Total Appropriation	<u>-</u>	
Total Revenue	<u>-</u>	
Local Cost	<u>-</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: MAINTENANCE DIVISION (AAA FMM)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Maintenance Division administers the county's maintenance services provided to county owned and some leased facilities through a combination of in-house personnel and private service providers. In addition, the Maintenance Division is responsible for the minor remodel and maintenance portion of the county capital improvement program.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	4,346,968	3,928,511	3,845,467	6,913,553
Total Revenue	568,022	670,000	615,409	3,430,000
Local Cost	3,778,946	3,258,511	3,230,058	3,483,553
Budgeted Staffing		58.0		58.0
Workload Indicators				
Square feet maintained	4,175,000	4,175,000	4,175,000	4,175,000
Maintenance trouble calls	15,415	15,700	15,375	15,700
Maintenance requisitions	4,984	5,300	5,205	5,300

GROUP: Internal Services
DEPARTMENT: Facilities Management - Maintenance
FUND: General AAA FMM

FUNCTION: General
ACTIVITY: Property Mgmt

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
Appropriations					
Salaries and Benefits	2,485,702	2,808,709	2,933,141	72,624	3,005,765
Services and Supplies	3,625,244	3,677,654	3,770,727	81,852	3,852,579
Central Computer	17,493	14,947	21,822	662	22,484
Equipment	24,465	55,000	55,000	(55,000)	-
Transfers	-	31,560	31,560	1,165	32,725
Total Expenditure Authority	6,152,904	6,587,870	6,812,250	101,303	6,913,553
Less:					
Reimbursements	(2,307,437)	(2,659,359)	(2,659,359)	2,659,359	-
Total Appropriation	3,845,467	3,928,511	4,152,891	2,760,662	6,913,553
Revenue					
Current Services	609,418	670,000	670,000	2,760,000	3,430,000
Other Revenue	5,991	-	-	-	-
Total Revenue	615,409	670,000	670,000	2,760,000	3,430,000
Local Cost	3,230,058	3,258,511	3,482,891	662	3,483,553
Budgeted Staffing		58.0	58.0		58.0

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>	
Salaries and Benefits	124,432 MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	93,073 Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	<u>6,875</u>
Subtotal Base Year Appropriation	<u>224,380</u>
Subtotal Base Year Revenue	<u>-</u>
Subtotal Base Year Local Cost	<u>224,380</u>
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Total Appropriation Change	224,380
Total Revenue Change	-
Total Local Cost Change	224,380
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Total 2000-01 Appropriation	3,928,511
Total 2000-01 Revenue	670,000
Total 2000-01 Local Cost	3,258,511
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Total Base Budget Appropriation	4,152,891
Total Base Budget Revenue	670,000
Total Base Budget Local Cost	3,482,891

Board Approved Changes to Base Budget

Salaries and Benefits	<u>72,624</u>	Change in step funding of various positions
	<u>72,624</u>	
Services and Supplies	81,852	Change in overall costs of providing services contractually including an increase in the minimum wage, overall costs for materials, freon, electrical parts, etc.
	<u>81,852</u>	
Central Computer	<u>662</u>	
Equipment	<u>(55,000)</u>	Prior year's one-time purchase of truck and a lift
Transfers	1,165	Change in lease costs per Real Estate Services
	<u>1,165</u>	
Total Expenditure Authority	<u>101,303</u>	
Reimbursements	2,659,359	Change in accounting standards GASB 34, accounting for services rendered as revenue
	<u>2,659,359</u>	
Total Appropriation	<u>2,760,662</u>	Change in accounting standards GASB 34, accounting for services rendered plus increase in revenue due to increase in cost of providing services
	<u>2,760,662</u>	
Total Revenues	<u>2,760,000</u>	
Total Local Cost	<u>662</u>	

FACILITIES MANAGEMENT

BUDGET UNIT: ADMINISTRATION (AAA FMT)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair and Maintenance).

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	299,548	324,492	442,721	338,580
Local Cost	299,548	324,492	442,721	338,580
Budgeted Staffing		4.0		4.0

Actual appropriations exceed budget due to the cash out of the retirement of the prior Facilities Management Director. The prior Director had over 37 years of vacation accruals that required cash out at her current pay rate upon retirement.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Administration
FUND: General AAA FMT

FUNCTION: General
ACTIVITY: Property Mgmt

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	417,226	298,915	306,700	4,429	311,129
Services and Supplies	25,495	25,577	31,880	(4,429)	27,451
Total Appropriation	442,721	324,492	338,580	-	338,580
Local Cost	442,721	324,492	338,580	-	338,580
Budgeted Staffing		4.0	4.0		4.0

Total Change Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits	7,785	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	6,303	Inflation, Risk Mgmt Liabilities

Total Appropriation Change	14,088
Total Revenue Change	-
Total Local Cost Change	14,088
Total 2000-01 Appropriation	324,492
Total 2000-01 Revenue	-
Total 2000-01 Local Cost	324,492
Total Base Budget Appropriation	338,580
Total Base Budget Revenue	-
Total Base Budget Local Cost	338,580

Board Approved Changes to Base Budget

Salaries and Benefits	4,429
	<u>4,429</u>
Services and Supplies	(4,429)
	<u>(4,429)</u>
Total Revenue	-
Local Cost	-

FACILITIES MANAGEMENT

BUDGET UNIT: UTILITIES (AAA UTL)

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	11,658,512	10,975,197	14,203,852	14,905,801
Total Revenue	40,510	-	(40,510)	20,000
Local Cost	11,618,002	10,975,197	14,244,362	14,885,801
<u>Workload Indicators</u>				
Electric	6,668,846	7,200,000	10,300,000	10,900,000
Gas	582,006	680,000	800,500	846,000
Water	1,188,069	1,320,000	1,200,000	1,270,000
Sewer	369,294	254,000	472,500	500,000
Disposal	758,661	611,000	830,800	879,000

The increase in appropriations from budget to actual is attributable to the electric utility industry and the California Energy Crisis.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

PROGRAM CHANGES

The services and supplies appropriation is based on estimated usage for 2001-02 and reflects the impact of the California energy crisis. The costs are highly dependent upon the weather, climate changes (i.e. warmer weather causes the fund to deplete faster than colder weather because the cost of electricity is greater than the cost of natural gas), and the impact of the cost of electricity to other utility agencies that will cause the cost of these utilities to increase. The figures do not include an increase for the cost of newly leased facilities.

GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND : General AAA UTL

FUNCTION: General
ACTIVITY: Property Mgmt

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Services and Supplies	13,735,110	10,530,197	14,440,801	(5,000)	14,435,801
Transfers	470,000	470,000	470,000	-	470,000
Total Expenditure Authority	14,205,110	11,000,197	14,910,801	(5,000)	14,905,801
Less:					
Reimbursements	(1,258)	(25,000)	(25,000)	25,000	-
Total Appropriation	14,203,852	10,975,197	14,885,801	20,000	14,905,801
<u>Revenue</u>					
Current Services	(40,510)	-	-	-	-
Other Revenue	-	-	-	20,000	20,000
Total Revenue	(40,510)	-	-	20,000	20,000
Local Cost	14,244,362	10,975,197	14,885,801	-	14,885,801

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Services and Supplies	210,604	Inflation
<u>Recommended Baseline Adjustment</u>		
Services and Supplies	3,700,000	Due to energy crisis
<u>Full Year Funding</u>		
Total Appropriation Change	3,910,604	
Total Revenue Change	-	
Total Local Cost Change	3,910,604	
Total 2000-01 Appropriation	10,975,197	
Total 2000-01 Revenue	-	
Total 2000-01 Local Cost	10,975,197	
Total Base Budget Appropriation	14,885,801	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	14,885,801	

Board Approved Changes to Base Budget

Services and Supplies	(5,000)	
	(5,000)	
Total Expenditure Authority	(5,000)	
Reimbursements	25,000	Change in accounting standards GASB 34, accounting for services rendered as revenue
Total Appropriation	20,000	
Total Revenue	20,000	
Local Cost	-	

OVERVIEW OF BUDGET

DEPARTMENT: FLEET MANAGEMENT
INTERIM DIRECTOR: JAMES MORALES

2001-02

	Operating Expense	Revenue	Revenue Over/(under)	Staffing
Garage/Warehouse	12,926,926	12,933,425	6,499	98.0
Motor Pool	8,528,274	10,009,521	1,481,247	8.1
TOTAL	21,455,200	22,942,946	1,487,746	106.1

BUDGET UNIT: GARAGE/WAREHOUSE (ICB VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Garage/Warehouse Division provides fuel, maintenance, repair, fabrication and field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support the fleet operations. Activities and programs of the Garage/Warehouse Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

II. BUDGET & WORKLOAD HISTORY

	1999-00	2000-01	2000-01	2001-02
Total Operating Expense	21,059,292	12,256,928	13,272,699	12,926,926
Total Revenue	20,954,586	12,053,466	12,902,995	12,933,425
Revenue over/(under) Expense	(104,706)	(203,462)	(369,704)	6,499
Budgeted Staffing		104.8		98.0
<u>Workload Indicators</u>				
Number of Work Orders	20,099	20,702	19,580	19,511
Number of Billable Shop Hours	100,495	95,229	97,900	97,555
Warehouse Sales	1,116,455	1,125,948	1,293,602	1,431,376
Parts Sales	2,657,475	2,754,000	2,798,013	2,896,339
Fuel gallons dispensed	3,042,487	3,064,624	2,979,686	2,992,897

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Salaries and benefits reflect MOU adjustments, step increases, overtime and a net reduction of budgeted staffing of 6.8 positions. Changes in staffing include the deletion of 6.0 vacant budgeted public service employees positions. A Clerk II position and a Storekeeper position has been added to perform the work that was previously done by a public service employee. Board approved a mid-year transfer of 1.0 Safety Specialist position to the Risk Management Department. There was also a reduction of 4.0 vacant budgeted position that were determined not to be needed by the department. In addition, the vacancy factor was reduced from 2.0 positions to no vacancy factor and overtime was increased by 0.2 positions for the Motor Fleet Mechanics workload.

FLEET MANAGEMENT

GROUP: Internal Services Group
DEPARTMENT: Fleet Management
FUND: Internal Services ICB VHS

FUNCTION: General Government
ACTIVITY: Central Garage

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	4,506,687	5,155,167	5,375,621	(200,929)	5,174,692
Services and Supplies	8,424,832	7,235,115	7,311,794	454,633	7,766,427
Central Computer	70,723	10,000	75,000	-	75,000
Total Expenditure Authority	13,002,242	12,400,282	12,762,415	253,704	13,016,119
Reimbursements		(363,354)	(363,354)	24,161	(339,193)
Depreciation	270,457	220,000	250,000	-	250,000
Total Operating Expense	13,272,699	12,256,928	12,649,061	277,865	12,926,926
<u>Revenue</u>					
Use of Money & Property	40,661	32,000	32,000	8,000	40,000
Current Services	12,819,449	12,021,466	12,021,466	871,959	12,893,425
State, Federal or Gov't Aid	-	-	-	-	-
Other Revenue	42,885	-	-	-	-
Total Revenue	12,902,995	12,053,466	12,053,466	879,959	12,933,425
Revenue Over/(Under) Expense	(369,704)	(203,462)	(595,595)	602,094	6,499
<u>Fixed Asset Exp</u>					
Improvements to Land	-	500,000	500,000	(500,000)	-
Struct & Improv to Structures	-	40,000	40,000	(40,000)	-
Equipment	79,110	58,298	58,298	(58,298)	-
Vehicles	-	-	-	-	-
Total Fixed Assets	79,110	598,298	598,298	(598,298)	-
Budgeted Staffing		104.8	104.8	(6.8)	98.0

FLEET MANAGEMENT

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	220,454	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	76,679	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	65,000	
Depreciation	30,000	
Total Operating Expense	392,133	
Total Revenue Change	-	
Total Revenue Over/(Under) Expense	392,133	
Total 2000-01 Appropriation	12,256,928	
Total 2000-01 Revenue	12,053,466	
Total 00-01 Revenue Over/(Under) Expense	(203,462)	
Total Base Budget Appropriation	12,649,061	
Total Base Budget Revenue	12,053,466	
Total Revenue Over/(Under) Expense	(595,595)	

Board Approved Changes to Base Budget

Salaries and Benefits	(120,002)	Delete vacant budgeted positions that were not needed
	56,202	Eliminated vacancy factor of 2.0 positions
	(55,847)	Safety Specialist transferred to Risk Management per Board action 11-07-00 #046.
	(137,540)	Deletion of Public Service Employee budgeted positions
	27,241	Added Clerk II that was prev. filled by Public Service Employee
	29,017	Added Storekeeper that was prev. filled by Public Service Employee
	<u>(200,929)</u>	
Services and Supplies	(257,500)	Automated Fleet Management System budgeted in Motor Pool
	712,133	Increase in purchase of fuels and materials for warehouse and heavy equipment parts
	<u>454,633</u>	
Total Expenditure Authority	253,704	
	24,161	Receive from Motor Pool for Admin. Support - Decrease due to transfer of Safety Specialist to Risk Mgmt
Reimbursements		
Total Operating Expense	277,865	
Use of Money & Property	8,000	Estimated increase in interest earned
Current Services	871,959	Anticipated increases based on increase in fuel costs and heavy equipment repairs
Total Revenue	879,959	
Revenue Over/(Under) Expense	602,094	
<u>Fixed Asset Exp</u>		
Improv to land	(500,000)	One time fuel tank replacement project
Struct & Improv to Struct	(40,000)	One time expenditure in prior budget
Equipment	(58,298)	One time expenditure in prior budget
Total Fixed Asset	(598,298)	

FLEET MANAGEMENT

BUDGET UNIT: MOTOR POOL (IBA VHS)

I. GENERAL PROGRAM STATEMENT

Fleet Management's Motor Pool Division operates as an internal service fund with rental rates on fleet vehicles to provide for replacement, fuel, maintenance, insurance, overhead and other operational costs. Motor Pool currently has ownership and responsibility for 1,885 automobiles, vans, pickup trucks and various specialty vehicles assigned to county departments. Activities and programs of the Motor Pool Division are financed and accounted for as an internal service fund by which all operational costs are distributed to user departments through service rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	8,836,191	8,785,695	8,631,417	8,528,274
Total Revenue	10,474,452	9,703,000	10,779,476	10,009,521
Revenue Over/(Under) Expense	1,638,261	917,305	2,148,059	1,481,247
Budgeted Staffing		8.1		8.1
<u>Workload Indicators</u>				
Number of Vehicles in Fleet	1,671	1,650	1,885	1,850
Total Miles Driven	1,831,000	17,869,500	20,219,500	20,317,000

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

PROGRAM CHANGES

Services and supplies increased by \$266,986. This includes a \$225,000 increase to pay for the Automated Fleet Management System, bringing a total of \$425,000 in the budget. The new system will allow more accurate tracking of costs as well as providing necessary management information regarding fleet vehicle utilization. Services and supplies also increased by \$250,021 to pay for increase in fuel and maintenance charges. Services and supplies also increased by \$55,000 to purchase modular office furniture to combine Repair and Motor Pool office staff. Services and supplies also increased \$79,112 due to inflation. These increases are offset by a decrease of \$342,147 due to the reduction in insurance premiums per Risk Management estimates. Revenues increased due to projected increase in the size of the motor fleet.

Fleet Management is planning to purchase approximately 100 vehicles totaling \$2,000,000 to replace department vehicles, which meet department replacement criteria. Also included in the equipment budget is \$30,000 to replace the department's antiquated automatic car wash and \$60,000 for the purchase of a modular office building. This building will house the Motor Pool and Repair Office to better serve customers in a "one stop shop" concept.

FLEET MANAGEMENT

GROUP: Internal Service Group
DEPARTMENT: Fleet Management
FUND : Internal Services (IBA VHS)

FUNCTION: Government
ACTIVITY: Central Motor Pool

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	546,007	305,756	313,070	-	313,070
Services and Supplies	6,014,710	5,473,225	5,552,337	187,874	5,740,211
Central Computer	5,688	78,000	6,066	-	6,066
Total Expenditure Authority	6,566,405	5,856,981	5,871,473	187,874	6,059,347
Transfers		328,714	328,714	(25,521)	303,193
Depreciation	2,065,012	2,600,000	2,165,294	-	2,165,294
Total Operating Expense	8,631,417	8,785,695	8,365,481	162,353	8,527,834
<u>Revenue</u>					
Use of Money & Property	279,943	130,000	130,000	20,000	150,000
Current Services	7,580,996	9,423,000	9,423,000	286,521	9,709,521
State, Federal or Gov't Aid	2,655	-	-	-	-
Other Revenue	2,915,882	150,000	150,000	-	150,000
Total Revenue	10,779,476	9,703,000	9,703,000	306,521	10,009,521
Revenue Over/(Under)	2,148,059	917,305	1,337,519	144,168	1,481,687
<u>Fixed Asset Exp</u>					
Struct & Improv to Structures	-	-	-	60,000	60,000
Equipment	-	-	-	30,000	30,000
Vehicles	1,585,454	3,000,000	3,000,000	(1,000,000)	2,000,000
Total Fixed Assets	1,585,454	3,000,000	3,000,000	(910,000)	2,090,000
Budgeted Staffing		8.1	8.1		8.1

FLEET MANAGEMENT

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

Salaries and Benefits	7,314	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	79,112	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	<u>(71,934)</u>	
Subtotal Base Year Appropriation	<u>14,492</u>	
Subtotal Base Year Revenue	<u>-</u>	
Subtotal Base Year Local Cost	<u>14,492</u>	

Mandated New Programs

Depreciation	(434,706)	Based on detailed calculations per vehicle.
Total Appropriation Change	(420,214)	
Total Revenue Change	-	
Total Change	420,214	
Total 2000-01 Appropriation	8,785,695	
Total 2000-01 Revenue	9,703,000	
Total 2000-01 Revenue Over (Under)	917,305	
Total Base Budget Appropriation	8,365,481	
Total Base Budget Revenue	9,703,000	
Total Base Budget Revenue Over/(Under)	1,337,519	

Board Approved Changes to Base Budget

Services and Supplies	225,000	Purchase of Automated Fleet Management System - increase of \$225,000, total in budget \$425,000
	55,000	Purchase modular office to combine Repair and Motor Pool office staff.
	(342,147)	Decrease in insurance premiums per Risk Management estimates.
	250,021	Increase in fuel and maintenance charges.
	<u>187,874</u>	
Transfers	(25,521)	Transfers represent Admin. Support paid to Garage/Warehouse - decrease is due to the Safety Specialist going to Risk Mgmt
Total Operating Expense	<u>162,353</u>	
Use of Money & Property	20,000	Estimated increase in interest earned
Current Services	286,521	Reimbursement of cost of fuel and maintenance services
Total Revenue	<u>306,521</u>	
Revenue Over/(Under)	<u>144,168</u>	
Fixed Asset Exp		
Struc & Improv.	60,000	Modular office building for Repair and Motor Pool staff
Equipment	30,000	Automatic car wash
Vehicles	(1,000,000)	Reduced to projected replacement of depreciated fleet vehicles next year
Total Fixed Asset	<u>(910,000)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING
DIRECTOR: AURELIO W. DE LA TORRE

2001-02

	Operating Exp/ Appropriation	Revenue	Revenue Over /(Under) Exp	Local Cost	Staffing
Purchasing	860,603	5,000		855,603	16.0
Mail/Courier Services	6,873,013	7,095,205	222,192		34.0
Printing Services	2,726,150	2,842,683	116,533		18.0
Central Stores	8,264,328	9,073,213	808,885	-	15.0
TOTAL	18,724,094	19,016,101	1,147,610	855,603	83.0

BUDGET UNIT: PURCHASING (AAA PUR)**I. GENERAL PROGRAM STATEMENT**

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Central Mail Services) through its ISF Divisions. It also manages and arranges for the sale of County surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	805,851	1,010,137	991,244	860,603
Total Revenue	163,265	196,460	196,433	5,000
Local Cost	642,586	813,677	794,811	855,603
Budgeted Staffing		17.2		16.0
<u>Workload Indicators</u>				
Purchase orders	2,110	2,000	2,047	2,200
Request For Payments	57,712	45,000	55,547	55,000
Requisitions	4,636	4,000	4,407	4,500
Blanket Purchase Orders	2,606	2,000	2,230	1,600
Request For Proposals	117	150	152	160

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**STAFFING CHANGES**

Changes reflect deletion of 1.2 Public Service Employees previously budgeted to assist in reporting and tracking blanket orders to meet purchasing requirements. Many of the requirements have been met and respective duties have evolved into an "as needed" basis to be performed by temporary help.

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND : General AAA PUR

FUNCTION: General
ACTIVITY: Finance

	2000-01 Actuals	2001-02 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	842,629	861,080	892,415	(18,171)	874,244
Services and Supplies	107,251	109,947	118,677	9,301	127,978
Central Computer	10,765	10,578	11,751	688	12,439
Other Charges	4,321	4,152	4,152	(222)	3,930
Equipment	26,278	24,380	24,380	9,084	33,464
Transfers	-	-	-	(191,452)	(191,452)
Total Appropriation	991,244	1,010,137	1,051,375	(190,772)	860,603
<u>Revenue</u>					
Other Revenue	196,433	196,460	196,460	(191,460)	5,000
Total Revenue	196,433	196,460	196,460	(191,460)	5,000
Local Cost	794,811	813,677	854,915	688	855,603
Budgeted Staffing		17.2	17.2	(1.2)	16.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

Salaries Benefits	31,335	MOU, 7% tier, Workers Comp, Retirement.
Services and Supplies	8,730	Inflation, Risk Management Liabilities.
2410 Central Computer	1,173	
Total Appropriation Change	41,238	
Total Revenue Change	-	
Total Local Cost Change	41,238	

Total 2000-01 Appropriation	1,010,137
Total 2000-01 Revenue	196,460
Total 2000-01 Local Cost	813,677
Total Base Budget Appropriation	1,051,375
Total Base Budget Revenue	196,460
Total Base Budget Local Cost	854,915

Board Approved Changes to Base Budget

Salaries and Benefits	(18,171)	Decrease reflects reduction of 1.2 positions due to completion of certain reporting requirements regarding blanket purchase orders. Future duties will be conducted by temporary help.
Services and Supplies	9,301	Increase due primarily to acquisition of computer equipment to automate purchasing reporting requirements.
Central Computer	688	
Other Charges	(222)	Decrease reflects annual reduction of interest due to reduction in principle.
Equipment	9,084	Increase is a result of a new lease for a server.
Transfers	(121,452)	Reimbursements from Printing, Mail, and Central Stores.
	(70,000)	Reimbursement from HSS for donation of surplus items.
	(191,452)	
Total Appropriation	(190,772)	
Other Revenue	(191,460)	Decrease is a result of conversion to reimbursements per GASB 34.
Total Revenue	(191,460)	
Local Cost	688	

PURCHASING

BUDGET UNIT: MAIL/COURIER SERVICES (IAY PUR)

I. GENERAL PROGRAM STATEMENT

Mail/Courier Services provides interoffice, U.S. Postal, and courier services to agencies, departments, and special districts within the county.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	5,748,424	6,729,189	6,152,200	6,873,013
Total Revenue	5,925,950	6,750,000	6,354,226	7,095,205
Total Revenue Over/(Under) Exp	177,526	20,811	202,026	222,192
Fixed Assets	17,865	39,760	26,307	30,507
Budgeted Staffing		34.0		34.0

Workload Indicators

Mail Pieces Processed	13,785,872	13,200,000	13,687,253	13,500,000
Inter-Ofc Mail P/Up-Del	141,376	140,000	149,062	143,000
Inserting/Intel Insert	8,232,649	8,400,000	8,129,864	8,200,000
Folding/Tab-Label	12,796,079	12,500,000	13,171,527	12,600,000
BusRply/Postage Due	140,573	152,000	129,955	100,000

GROUP: Internal Services
DEPARTMENT: Central Mail Services
FUND : Internal Service IAY PUR

FUNCTION: General
ACTIVITY: Mail and Courier Svcs

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	872,175	875,970	922,673	59,820	982,493
Services and Supplies	5,244,644	5,796,607	5,816,971	10,296	5,827,267
Central Computer	2,120	-	2,582	205	2,787
Other Charges	3,329	3,384	3,384	(747)	2,637
Transfers	18,932	42,228	42,228	4,601	46,829
Total Appropriations	6,141,200	6,718,189	6,787,838	74,175	6,862,013
Depreciation	11,000	11,000	11,000	-	11,000
Total Operating Expenses	6,152,200	6,729,189	6,798,838	74,175	6,873,013
<u>Revenue</u>					
Current Services	6,185,466	6,750,000	6,800,000	205	6,800,205
Other Revenue	168,760	-	195,000	100,000	295,000
Total Revenue	6,354,226	6,750,000	6,995,000	100,205	7,095,205
Revenue Over/(Under) Exp	202,026	20,811	196,162	26,030	222,192
<u>Fixed Asset Expenses</u>					
Vehicles				20,000	20,000
Equipment	16,491	30,000	30,000	(30,000)	-
Lease	9,816	9,760	9,760	747	10,507
Total Fixed Assets	26,307	39,760	39,760	(9,253)	30,507
Budgeted Staffing		34.0	34.0		34.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

MOU/Inflation

Salaries and Benefits 46,703 MOU, 7% Tier, Workers Comp, Retirement

Services and Supplies 20,364 Inflation, Risk Mgmt Liabilities

2410 Central Computer 2,582

Revenue

Current Services 50,000 Increase in services.

Other Revenue 195,000 Increase due to the 5 % mail surcharge unbudgeted in FY 00/01.

245,000

Total Expense Change 69,649

Total Revenue Change 245,000

Total Rev Over(Under) Exp 175,351

Total 2000-01 Expense 6,729,189

Total 2000-01 Revenue 6,750,000

Total 2000-01 Rev Over(Under) Exp 20,811

Total Base Budget Expense 6,798,838

Total Base Budget Revenue 6,995,000

Rev Over(Under) Expenditures 196,162

Board Approved Changes to Base Budget

Salaries and Benefits 59,820 Increase reflects conversion of 4.0 PSE's to 3.0 Mail Clerk II's and addition of 1.0 Fiscal Clerk I

Services and Supplies 10,296 Increase in general office expenses.

Central Computer 205

Other Charges (747)

Transfers 4,601 Additional reimbursement to Purchasing (AAA-PUR) for administrative support

Total Operating Expense 74,175

Current Services 205 Increase in mail services.

Other Revenue 100,000 Increase in the 5% mail surcharges.

Total Revenue 100,205

Rev Over(Under) 26,030

Fixed Asset Exp

Vehicles 20,000 One time purchase during 2000/01.

Equipment (30,000) Purchase of van for to accommodate an additional inter-office route.

Lease 747 Current lease-purchase obligation.

(9,253)

PURCHASING**BUDGET UNIT: PRINTING SERVICES (IAG PUR)****I. GENERAL PROGRAM STATEMENT**

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	2,584,474	2,317,098	2,742,308	2,726,150
Total Revenue	2,957,947	2,600,000	2,994,487	2,842,683
Total Revenue Over/(Under) Exp	373,473	282,902	252,179	116,533
Fixed Assets	67,390	103,840	86,084	174,602
Budgeted Staffing		17.0		18.0

Workload Indicators

Printed Pages-Units	76,503,826	80,000,000	77,085,771	82,500,000
Graphic Arts-Hrs Billed	4,187	4,500	4,033	4,200

Significant variances between actual and budget for 2000-01 existed in both services and supplies and revenue as a result of an increase in requests for printing services.

GROUP: Internal Services
DEPARTMENT: Printing Services
FUND : Internal Services IAG PUR

FUNCTION: General
ACTIVITY: Printing

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	699,261	692,602	715,018	71,820	786,838
Services and Supplies	1,968,241	1,513,898	1,553,906	215,392	1,769,298
Central Computer	1,275	842	1,052	25	1,077
Other Charges	12,191	15,912	15,912	(5,275)	10,637
Reimbursements	(39,660)	(41,456)	(41,456)	41,456	-
Transfers	-	34,300	34,300	-	34,300
Total Appropriations	2,641,308	2,216,098	2,278,732	323,418	2,602,150
Depreciation	101,000	101,000	101,000	23,000	124,000
Total Operating Expenses	2,742,308	2,317,098	2,379,732	346,418	2,726,150
<u>Revenue</u>					
Current Services	2,994,157	2,600,000	2,662,634	180,049	2,842,683
Other Revenue	330	-	-	-	-
Total Revenue	2,994,487	2,600,000	2,662,634	180,049	2,842,683
REV OVER/(UNDER) EXP	252,179	282,902	282,902	(166,369)	116,533
<u>Fixed Asset Expenses</u>					
Equipment	7,544	15,000	15,000	100,000	115,000
Lease	78,540	88,840	88,840	(29,238)	59,602
Total Fixed Assets	86,084	103,840	103,840	70,762	174,602
Budgeted Staffing		17.0	17.0	1.0	18.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	22,416	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	40,008	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	210	
Revenue	62,634	Current Services
<hr/>		
Total Expense Change	62,634	
Total Revenue Change	62,634	
Total Rev Over/ Under Exp	-	
<hr/>		
Total 2000-01 Expense	2,317,098	
Total 2000-01 Revenue	2,600,000	
Total 2000-01 Rev Over/(Under) Exp	282,902	
<hr/>		
Total Base Budget Expense	2,379,732	
Total Base Budget Revenue	2,662,634	
Total Base Rev Rev Over/(Under) Exp	282,902	
<hr/>		

Board Approved Changes to Base Budget

Salaries and Benefits	71,820	Increase due primarily to a new 1.0 Layout & Composing Coordinator.
Services and Supplies	215,392	Increase anticipated to meet demand in services by departments.
Central Computer	25	
Other Charges	(5,275)	Reflects decrease in principle owed on current lease-purchases.
Depreciation	23,000	Based on current assets.
Reimbursements	41,456	Decrease is due to GASB 34 requirement.
Total Operating Expense	<u>346,418</u>	
Other Revenue	180,049	Increase due to anticipated increase in services.
Total Revenue	<u>180,049</u>	
Total Rev Over/Under Exp	(166,369)	
Fixed Asset Exp		
Equipment	100,000	Purchase of a replacement cutter and a plate processor.
Lease	<u>(29,238)</u>	Decrease in principle owed on current lease purchases.
	70,762	

PURCHASING**BUDGET UNIT: CENTRAL STORES (IAV PUR)****I. GENERAL PROGRAM STATEMENT**

Central Stores stocks, supplies, and delivers stationary, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. This program is an internal service fund, and as such, all operational costs are distributed to user departments through overhead rates.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	-	7,879,615	9,483,812	8,264,328
Total Revenue	-	8,715,685	9,381,973	9,073,213
Total Revenue Over/(Under) Exp	-	836,070	(101,839)	808,885
Fixed Assets	-	65,000	55,875	30,000
Budgeted Staffing		14.0		15.0
<u>Workload Indicators</u>				
Work Orders	-	32,600	44,562	41,000
Whse/Store Sales(\$)	-	8,700,000	9,381,973	8,900,000

Significant variances between actual and budget for 2000-01 existed in services and supplies. Increase in demand by county departments resulted in this additional expenditure.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**STAFFING CHANGES**

Changes in budgeted staffing increased a net change of 1.0 position. This includes deletion of 9.0 Public Service Employees and 1.0 Storekeeper transferred to the Information Services Department. The addition of 1.0 Store Supervisor II, 1.0 Store Supervisor I, 4.0 Storekeepers, 2.0 Fiscal Clerk II, 1.0 Fiscal Clerk III, and 2.0 Store Specialists offset deletions. Changes reflect conversion of Public Service Employees to regular positions.

GROUP: Internal Services			FUNCTION: General		
DEPARTMENT: Central Stores			ACTIVITY: Central Stores		
FUND: Internal Services IAV PUR					
	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	445,029	461,538	478,873	55,146	534,019
Services and Supplies	8,898,969	7,319,697	7,586,021	(7,851)	7,578,170
Central Computer	53,426	12,000	65,433	326	65,759
Transfers	86,388	86,380	86,380	-	86,380
Total Operating Expense	9,483,812	7,879,615	8,216,707	47,621	8,264,328
<u>Revenue</u>					
Current Services	9,381,973	8,715,685	9,060,592	12,621	9,073,213
Total Revenue	9,381,973	8,715,685	9,060,592	12,621	9,073,213
REV OVER/(UNDER) EXP	(101,839)	836,070	843,885	(35,000)	808,885
<u>FIXED ASSET EXP</u>					
Equipment				30,000	30,000
Vehicles	55,875	65,000	65,000	(65,000)	-
Budgeted Staffing		14.0	14.0	1.0	15.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	17,335	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	266,324	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	53,433	
Revenue	344,907	Current Services
<hr/>		
Total Expense Change	337,092	
Total Revenue Change	344,907	
Total Rev Over/(Under) Exp	7,815	
<hr/>		
Total 2000-01 Expense	7,879,615	
Total 2000-01 Revenue	8,715,685	
Total 2000-01 Rev Over/(Under) Exp	836,070	
<hr/>		
Total Base Budget Expense	8,216,707	
Total Base Budget Revenue	9,060,592	
Total Base Rev Over/(Under) Exp	843,885	
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Board Approved Changes to Base Budget

Salaries and Benefits	55,146	Increase due primarily to conversion of 9.0 PSE's to regular positions.
Services and Supplies	(7,851)	Net reductions of various expenditure objects.
Central Computer	326	
Total Operating Expense	<u>47,621</u>	
Current Services	12,621	Anticipated increase in revenue due to increase in supplies request.
Total Revenue	<u>12,621</u>	
Total Rev (Over)/Under Exp	<u>(35,000)</u>	
Fixed Asset Exp		
Equipment	<u>(35,000)</u>	

OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES
INTERIM DIRECTOR: JOHN YUHAS

	2001-02				
	Operating Exp/ Appropriation	Revenue	Fund Balance	Local Cost	Staffing
Real Estate Services	1,068,107	549,250		518,857	26.0
Rents And Leases	1,287,776	589,249		698,527	-
Chino Agric Preserve	2,866,940	824,033	2,042,907		-
TOTAL	5,222,823	1,962,532	2,042,907	1,217,384	26.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county agencies, departments. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	900,329	1,037,016	768,330	1,068,107
Total Revenue	316,586	622,253	429,684	549,250
Local Cost	583,743	414,763	338,646	518,857
Budgeted Staffing		26.0		26.0
Workload Indicators				
Total Hrs Chrgd Out	40,027	43,240	43,196	42,183
# of Leases	150	167	186	216

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Changes reflect conversion of 1.0 Secretary I to a 1.0 Clerk III, the addition of 2.0 Real Property Agent III's, and deletion of a 1.0 Appraisal Tech and a 1.0 Public Service Employee resulting in a zero net change in budgeted positions. The addition of the two Real Property Agent III's will serve as lead positions in the Real Property and Appraisal /Right of Way sections and will assist in the increase of services requested by County departments.

REAL ESTATE SERVICES

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND : General AAA RPR

FUNCTION: General
ACTIVITY: Property
Management

	2000-01	2000-01	2001-02	2001-02	
	Actuals	Approved Budget	Board Approved	Board Approved	2001-02
			Base Budget	Changes to	Final Budget
			Base Budget	Base Budget	
Appropriations					
Salaries and Benefits	1,294,014	1,439,378	1,599,291	90,091	1,689,382
Services and Supplies	147,036	253,256	295,275	(7,305)	287,970
Central Computer	7,040	7,551	9,104	609	9,713
Equipment	-	15,000	15,000	(5,000)	10,000
Transfers	8,909	10,500	10,500	9,500	20,000
Total Expenditure Authority	1,456,999	1,725,685	1,929,170	87,895	2,017,065
Less:					
Reimbursements	(688,669)	(688,669)	(788,669)	(160,289)	(948,958)
Total Appropriation	768,330	1,037,016	1,140,501	(72,394)	1,068,107
Revenue					
Use of Money & Property	91,597	50,000	50,000	-	50,000
Current Services	328,020	572,253	572,253	(73,003)	499,250
State, Federal or Gov't Aid	10,067				-
Total Revenue	429,684	622,253	622,253	(73,003)	549,250
Local Cost	338,646	414,763	518,248	609	518,857
Budgeted Staffing		26.0	26.0	0.0	26.0

REAL ESTATE SERVICES

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	159,913	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	42,019	Inflation, Risk Mgmt Liabilities
2410 Central Computer	1,553	
Reimbursements	(100,000)	Increase in real estate services provided to other departments.
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Total Appropriation Change	103,485	
Total Revenue Change	-	
Total Local Cost Change	103,485	
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Total 2000-01 Appropriation	1,037,016	
Total 2000-01 Revenue	622,253	
Total 2000-01 Local Cost	414,763	
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Total Base Budget Appropriation	1,140,501	
Total Base Budget Revenue	622,253	
Total Base Budget Local Cost	518,248	

Board Approved Changes to Base Budget

Salaries and Benefits	90,091	Increase due to addition of 2.0 Real Property Agent III and 1.0 ClerkIII. Additional cost: offset by conversion of 1.0 Secretary I, 1.0 Appraisal Technician, and 1.0 PSE.
Services and Supplies	(7,305)	
Central Computer	609	
Equipment	(5,000)	Net change between \$15,000 budgeted in 2000/01 and \$10,000 budgeted in 2001/02 for a scanner and a CD tower.
Transfers	9,500	Additional payroll and personnel services provided by Public Works.
Total Expenditure Authority	<u>87,895</u>	
Reimbursements	(160,289)	Increase in real estate services provided to other departments.
Total Appropriation	<u>(72,394)</u>	
Current Services	(73,003)	Anticipated decrease in services to non-general fund departments.
Total Revenue	<u>(73,003)</u>	
Local Cost	<u>609</u>	

REAL ESTATE SERVICES

BUDGET UNIT: RENT AND LEASES (AAA RNT)

I. GENERAL PROGRAM STATEMENT

With the exception of long-term lease payments for joint power facility agreements, the rents and leases appropriation funds the rental of occupied space utilized by County departments. Lease payments are reimbursed from various user departments. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	1,588,232	846,027	976,199	1,287,776
Total Revenue	841,298	147,500	385,924	589,249
Local Cost	746,934	698,527	590,275	698,527

Workload Indicators

# of Leases	150	167	186	216
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Significant variance between actual and budget for 2000-01 existed in appropriation and revenue as a result of an unanticipated increase in leases.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

PROGRAM CHANGES

The addition of Preschool Services Department leases previously unbudgeted resulted in the major increase in appropriations. Also, a county owned property leased by the Wiersma Family Trust was transferred from the SCALF budget unit (SIF-INQ) to the Rents budget. This property will be managed by Real Estate Services (AAA-RPR).

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND : General AAA RNT

FUNCTION: General
ACTIVITY: Property
Management

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
Appropriations					
Services and Supplies	23,328,077	22,207,009	22,524,252	2,250,838	24,775,090
Other Charges			-	3,000	3,000
Total Expenditure Authority	23,328,077	22,207,009	22,524,252	2,253,838	24,778,090
Less:					
Reimbursements	(22,351,878)	(21,360,982)	(21,678,225)	(1,812,089)	(23,490,314)
Total Appropriation	976,199	846,027	846,027	441,749	1,287,776
Revenue					
Use of Money & Property	210,586	147,500	147,500	(54,500)	93,000
Current Services	175,338	-	-	496,249	496,249
Total Revenue	385,924	147,500	147,500	441,749	589,249
Local Cost	590,275	698,527	698,527	-	698,527

REAL ESTATE SERVICES

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Services and Supplies	317,243	Inflation and CPI increases on lease contracts
Reimbursements	(317,243)	Increase in leases will result in increases in reimbursements from various departments.
<hr/>		
Total Appropriation Change	-	
Total Revenue Change	-	
Total Local Cost Change	-	
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Total 2000-01 Appropriation	846,027	
Total 2000-01 Revenue	147,500	
Total 2000-01 Local Cost	698,527	
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Total Base Budget Appropriation	846,027	
Total Base Budget Revenue	147,500	
Total Base Budget Local Cost	698,527	
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Board Approved Changes to Base Budget

Services and Supplies	2,250,838	Increase is due primarily to the addition of Pre-School leases previously unbudgeted in 2000-01.
Other Charges	3,000	
Total Expenditure Authority	<u>2,253,838</u>	
<hr/>		
Reimbursements	(1,812,089)	Increase is a result of additional leases.
Total Appropriation	<u>441,749</u>	
<hr/>		
Use of Money & Property	(54,500)	Decrease in vendor machines.
Current Services	496,249	Adjustment of revenue previously budgeted in reimbursements.
Total Revenue	<u>441,749</u>	
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Local Cost	<u>-</u>	
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REAL ESTATE SERVICES

BUDGET UNIT: CHINO AGRICULTURAL PRESERVE (SIF INQ)

I. GENERAL PROGRAM STATEMENT

The Agricultural Land Post-Acquisition Program provides a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The county contracts with the Southern California Agricultural Land Foundation (SCALF) to negotiate and manage leases, prepare conservation easements, manage properties acquired and recommend future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhance their operating efficiency or alter them to enhance lease potential and/or comply with lease requirements. Appropriations in this budget unit include a payment to SCALF for the management of the program and payment to vendors. The county receives lease revenues from the properties acquired from the state grant. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	299,207	2,272,442	306,891	2,866,940
Total Revenue	1,122,526	871,546	960,485	824,033
Fund Balance		1,400,896		2,042,907

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

PROGRAM CHANGE

The Wiersma Dairy account was transferred to the Rents and Leases general fund budget unit (AAA-RNT) in order to align operations consistent with other leases.

GROUP: Internal Services
DEPARTMENT: Chino Agricultural Preserve
FUND : Special Revenue SIF INQ

FUNCTION: Public Ways and Fac.
ACTIVITY: Public Works

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Services and Supplies	288,790	466,576	482,906	(100,830)	382,076
Other Charges	7,199	33,500	33,500	(3,000)	30,500
Equipment	10,902	36,000	36,000	(36,000)	-
Contingencies Appropriation	-	1,736,366	1,736,366	717,998	2,454,364
Total Appropriation	306,891	2,272,442	2,288,772	578,168	2,866,940
<u>Revenue</u>					
Use of Money & Property	946,402	871,546	871,546	(47,513)	824,033
Other Revenue	14,083	-	-	-	-
Total Revenue	960,485	871,546	871,546	(47,513)	824,033
FUND BALANCE		1,400,896	1,417,226	625,681	2,042,907

REAL ESTATE SERVICES

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Services and Supplies	16,330	Inflation.
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Total Appropriation Change	16,330	
Total Revenue Change	-	
Total Change	16,330	
<hr/>		
Total 2000-01 Appropriation	2,272,442	
Total 2000-01 Revenue	871,546	
Total 2000-01 Fund Balance	1,400,896	
<hr/>		
Total Base Budget Appropriation	2,288,772	
Total Base Budget Revenue	871,546	
Total Base Budget Fund Balance	1,417,226	

Board Approved Changes to Base Budget

Services and Supplies	(100,830)	Projected decrease in operational expense of dairies.
Other Charges	(3,000)	Decrease in taxes and assessments due to transfer of Weirsma Dairy
Fixed Assets	(36,000)	Net change from 2000-01
Contingencies	183,634	Anticipated net increase for purchase of land
	534,364	Fund balance adjustment
Total Appropriation	<u>578,168</u>	
Use of Money & Property	(47,513)	Decrease due to transfer of Weirsma Dairy to Rents budget (AAA-RPR).
Fund Balance	<u><u>625,681</u></u>	